

County Administrator  
Administrative Services Department  
Personnel Section  
1100 Simonton Street, 2<sup>nd</sup> Floor  
Key West, FL 33040



**BOARD OF COUNTY COMMISSIONERS**

MAYOR Dixie M. Spehar, District 1  
Mayor Pro Tem Charles "Sonny" McCoy, District 3  
George Neugent, District 2  
David P. Rice, District 4  
Murray E. Nelson, District 5

*June 13, 2005*  
Posting Date



**MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE**

THE POSITION OF **MARINE PUMP-OUT CAPTAIN, MARINE RESOURCES, KEY LARGO**  
IS NOW OPEN AT PAY GRADE **7** / SALARY, **\$30,359.00 - \$36,432.00 - 40 HPW**  
(DEPENDING ON QUALIFICATIONS.)

• <b>VETERANS PREFERENCE AVAILABLE:</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
• <b>SAFETY SENSITIVE POSITION:</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
• <b>GRANT POSITION (IF GRANT ENDS, POSITION WILL NOT BE CONTINUED)</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>THIS POSITION:</b> <input checked="" type="checkbox"/> IS A CAREER SERVICE STATUS POSITION.	
<input type="checkbox"/> IS NOT A CAREER SERVICE STATUS POSITION.	

In accordance with the Monroe County Personnel Policies and Procedures, it is the policy of the Board of County Commissioners to consider employees for promotional opportunities before applicants from the general public are considered.

Promotional Opportunity Notices will be posted for a minimum of seven (7) calendar days (including the date of posting) during which time employees under the auspices of the County Administrator will have the right to apply for these positions before anyone outside the County service will be considered.

**An employee wishing to apply for a position through the Promotional Opportunity process will complete the Promotional Opportunity Application and submit it to the Personnel Representative in the lower, middle, or upper keys for a date stamp to insure timely referral within the 7 day period. Supervisor and/or Department Head signature can then be obtained by the employee or routed by the Personnel Representative, whichever is more feasible.**

Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.

*Sheila A. Barker*  
HUMAN RESOURCES

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> Marine Pump-out Captain		<b>Date:</b> 05/27/05
<b>Position Level:</b> 7	<b>FLSA Status:</b>	<b>Class Code:</b> 7-38

### GENERAL DESCRIPTION

Primary function is to provide marine pump-out services to citizens living aboard vessels in the upper Keys. Responsibilities include operation, maintenance, transport, and piloting of the County's pump-out vessel.

### KEY RESPONSIBILITIES

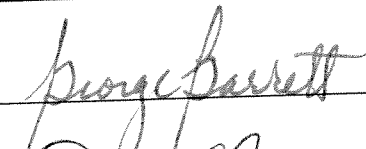
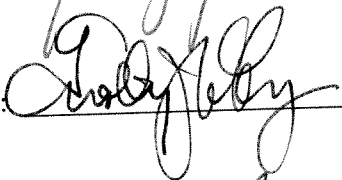

1. \*Pilots the pump-out vessel to anchorages throughout Key Largo and adjacent areas offering pump-out services to the boating public at anchor and in marinas.
2. \*Is responsible for transporting the pump-out vessel along U.S. 1 to various water access points in Key Largo and adjacent areas
3. \*Ensures that all necessary maintenance is undertaken on the pump-out vessel and trailer, both warranty and safety related, so that the vessel is adequately and properly maintained.
4. \*Coordinates to ensure that all vessel effluent collected is disposed of appropriately in a legal manner
5. \*Collects pump-out fees and ensures that fees collected are deposited in appropriate County accounts

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> Marine Pump-out Captain	<b>Class Code:</b>	<b>Position Level:</b> 7
--	--------------------	--------------------------

<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	AA Degree/2 yr. College Required or comparable experience
<i>Experience:</i>	2 to 3 years.
<i>Impact of Actions:</i>	Entire Dept. Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies or the general public, supplying or seeking information.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	USCG Captains licence helpful.

APPROVALS		
<i>Department Head:</i>		
Name: <u>George Garrett</u>	Signature: <u></u>	Date: <u>5/27/05</u>
<i>Division Director:</i>		
Name: <u>Timothy McGarry</u>	Signature: <u></u>	Date: <u>5/27/05</u>
<i>County Administrator:</i>		
Name: <u>Thomas J. Willi</u>	Signature: <u></u>	Date: <u>5/31/05</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_